

Recommended Checklist for New or Remodeled Establishments

1. Permit / Inspection
 - submit application
 - inspection required prior to opening
2. Plan Approval
 - submit drawings of plans prior to construction
3. Certified Food Worker
 - complete food worker certification class or apply for reciprocity
4. Sinks
 - three bay stainless steel sink with drain boards
 - vegetable prep sink with indirect/open drain
 - separate hand sink with liquid soap and paper towels
 - mop sink
5. Refrigeration
 - commercial refrigeration only, no home type coolers
 - shelves must be rust free, no painted shelves, replating may be required
 - thermometers in each unit
6. Shelving
 - no bare wood allowed
 - all shelves, equipment must be 6" off floor or sealed to floor
 - separate toxic chemical storage area or cabinet
7. Lighting
 - bright enough (30 foot candles) in washing, preparation, storage, cooler areas
 - properly shielded
8. Walls and floors
 - walls must be washable, use enamel or epoxy paint
 - floors must be smooth, concrete surface sealed, tile, linoleum, quarry tile recommended
9. Bathrooms
 - soap and paper towels at hand sink
 - doors must be self closing
 - ventilation required
10. Exhaust hood with filters
11. Salad bar requires sneeze guard
12. Ice cream cabinet with dipper well
13. Garbage dumpster must be adequate, leak proof, non-absorbent, vermin proof and covered
14. Doors to outside must be screened or kept closed
15. Plumbing and water supply
 - indirect/ open drains on vegetable prep sinks, bar ice sinks, ice machines, and coolers
 - private water (wells) must be approved by the Health Department and tested quarterly
 - onsite sewage disposal (septic systems) must be approved by the Health Department
16. Miscellaneous
 - bleach or approved sanitizer
 - stem thermometer (0 - 220° F)
17. **CHECK WITH YOUR LOCAL TOWN OR CITY BUILDING DEPARTMENT AND FIRE DEPARTMENTS**